

## ARMY ACQUISITION CORPS ELIGIBLE APPLICATION

Application open to Army A&TWF members, other government agencies, and the private sector

**CURRENT STATUS:** Please type or print.

Name: (Last, First, Middle): \_\_\_\_\_ SSN\* \_\_\_\_\_

Army/Other Organization: \_\_\_\_\_

Position Title (Series/Grade, if applicable): \_\_\_\_\_

Acquisition Career Field (if applicable): \_\_\_\_\_

Work Phone: (Comm) (DSN) \_\_\_\_\_

FAX Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### MINIMUM ELIGIBILITY REQUIREMENTS (must meet all to qualify):

1. **EXPERIENCE:** \_\_\_\_\_ Four years acquisition experience in a DoD acquisition position, or in a comparable position outside DoD. Attach ACRB **and** resume or other form of work history that clearly documents the experience requirement.
2. **TRAINING:** \_\_\_\_\_ Certification at Level II or Level II training in an acquisition career field. Attach ACRB with Section X indicating certification at Level II or III or attach verification of training.
3. **EDUCATION:** (must have a **and** b **OR** c) Attach updated ACRB with Section VII indicating the discipline and education level achieved. Include academic transcripts as verification of achieving the 12/24 business hour requirement.
  - a. \_\_\_\_\_ Possess a baccalaureate degree from an accredited educational institution and
  - b. Possess **one** of the following:  
  
\_\_\_\_\_ 24 semester credit hours among the following business disciplines: accounting, business, finance, contracts, economics, industrial management, law, marketing, organization management, purchasing, and quantitative methods. (Must attach transcripts.)  
  
\_\_\_\_\_ 24 semester credit hours (or equivalent) in individual's acquisition career field from an accredited institution of higher learning **and** 12 semester credit hours from among the business disciplines listed above. (Equivalency examinations may be substituted for 12 semester hours in the 24 and 12 combination.) (Must attach transcripts.)
  - c. **There are two exceptions to the education requirement** (i.e., the baccalaureate degree and the

24/12 hours of business semester hours, as stated in paragraph 3.a. and b.) ( Applicants who do not meet the requirements of 3 a. and b. and claim either exemption should check the appropriate box.)

(1) \_\_\_\_ If applicant had at least ten years of acquisition experience in DoD or in a comparable positions in other government agencies or in the private sector as of October 1, 1991, the education requirements do not apply. Attach one of the following to verify ten years of acquisition experience prior to October 1, 1991.

- ACRB and resume to verify ten years of experience
- Resume or other experience document that verifies ten years of acquisition experience prior to October 1, 1991

(2) \_\_\_\_ If applicant was serving in an acquisition position on October 1, 1991, but had **less** than ten years acquisition experience **and** has at least 24 semester hours in the above listed business disciplines, the education requirements do not apply. The applicant may use any non-duplicating combination of academic credit and examination credit to equal the required number of semester hours. Attach the following.

- Resume and ACRB updated to verify service in an acquisition position on October 1, 1991.
- Academic transcript required to verify semester hours.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**ACRB's must be signed by the individual.**

**Applications will be accepted by mail only. No faxes will be accepted.**

Mail applications to:

Commander, PERSCOM  
Acquisition Management Branch  
ATTN: TAPC-OPB-E (Rosalyn Ford)  
200 Stovall Street, Room 7N35  
Alexandria, VA 22332-0411

**ENSURE ALL REQUIRED DOCUMENTS, AS STATED ABOVE, ARE ATTACHED. APPLICATIONS WITHOUT REQUIRED DOCUMENTATION CANNOT BE PROCESSED.**

**NOTE:** GS13/personnel demonstration project broadband equivalent A&TWF members approved for CE status AND who are certified level III in an acquisition career field may request membership in the AAC. If you meet these requirements and wish to be considered, attach the Army Acquisition Corps Application for GS-13s (found on the ASC home page) and other required documents to the application for CE status.

**\* Privacy Act Statement**

In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U.S.C. 552a), you are hereby notified that: Collection of your Social Security Number and using it as an employee identification number is authorized by Executive Order 9397. The furnishing of this information is voluntary; it will be used to update your ACPERS record and may be provided to the Functional Chief Representatives for career management purposes.